



## Georgia Department of Community Health

<b>Personal Leave</b>		<b>Policy No. 212</b>
<b>Effective Date:</b>	April 1, 2000	<b>Page</b> <u>1</u> <b>of</b> <u>2</u>

**References:** Rules of the State Personnel Board, Rule 18

### **I. Purpose**

The purpose of this policy is to establish the provisions for converting sick leave to personal leave on a yearly basis.

### **II. Scope**

This policy applies to all full-time and part-time classified and unclassified employees eligible to earn and use leave.

### **III. Policy**

#### **A. Eligibility**

Employees who have accumulated more than 120 hours of sick leave as of November 30<sup>th</sup> of any year are eligible to convert up to 24 hours of sick leave in excess of 120 hours to personal leave. This conversion must be made no later than December 31<sup>st</sup> of that year for use in the following year.

#### **B. Conversion**

Eligible employees must provide written notification prior to December 31<sup>st</sup> of their intent to convert up to 24 hours of sick leave to personal leave for the next calendar year. Once sick leave is converted to personal leave, it cannot be changed back.

#### **C. Use of Personal Leave**

1. Personal leave may be used by employees for any reason upon receiving supervisory approval of the leave request.
2. Personal leave is only available for use by employees during the calendar year following the conversion request. Any personal leave that is not used during that calendar year (by December 31<sup>st</sup>) is lost.
3. When there is a break in service, personal leave is lost.



**D. Personal Leave Request**

1. Generally, employees need to provide at least 24 hours advance notice of intent to use personal leave.
2. Employees are not required to give specific reasons for requesting personal leave, unless a situation such as the following applies:
  - a. the leave is for an unscheduled/emergency absence,
  - b. the DCH organizational unit is short staffed or has a major assignment pending, or
  - c. the employee is under the restrictions of an attendance plan.
- 3 Supervisors must make every reasonable effort to grant requests to use personal leave.

**IV. General Provisions**

**A. Limitations on Use of Leave**


Employees cannot use personal leave during periods of absence in which they are receiving state-funded wage substitutes, including but not limited to Workers' Compensation.

**B. Transfer of Leave**

When employees transfer between positions entitled to earn leave without a break in service, personal leave transfers unless prohibited by state law.

**C. Dual Employment**

Employees who are employed in two positions within State government at the same time, both of which are entitled to earn leave, accrue and use leave independently in each position. When employment ends in one of the positions, but not both, and the positions are in different State departments, any accrued personal leave balances are lost.

Approved By: 	Date: 4-3-00
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